



East Ramapo Central School District

105 South Madison Avenue, Spring Valley, NY 10977

A Unified Community Educating the Whole Child ...

Ms. Ana Reluzco

Interim Superintendent of Schools

Dr. Daniel H. Shanahan

Assistant Superintendent of Funded Program

Office of Funded Programs

845-577.6031

NYS Textbook Loan Program

June 15, 2026

Dear Nonpublic School Building Administrator & Staff:

In accordance with the New York State Textbook Law, the East Ramapo Central School District (**ERCSD**) is beginning the process of reviewing textbook needs for resident students attending nonpublic schools in grades Kindergarten through 12. The enclosed documents will serve to help you place your requests for textbook loans for your students for the 2026-27 school year. ***Please review all the instructions and forms carefully.*** Keep in mind that students entering Kindergarten in 2026-27 must be aged five by **December 1, 2026**.

Your Student Demographic spreadsheets have already been collected. The student data that you provided will be used for Textbook requests. For textbook allocations, the district counts all ERCSD-resident students, regardless of family income eligibility. The total number of students for whom you are ordering books is the total number of students provided by ERCSD to the Book Depository. The Office of Funded Programs will carefully review the information you send to us and will schedule monitoring visits to your school during the school year to verify the data you submit. Only students who have an ERCSD-issued ID number will be counted in your textbook and Title I allocations.

As done in the past years, we require that your school maintains an inventory of textbooks on loan to you from ERCSD. My office will provide you with a 5-year list of books on loan to you. You are responsible for these books and must conduct your own inventory count to reconcile your physical inventory with the list we provide to you. In addition, all schools must develop procedures to document the location or possession/use of each textbook at your school during the year. You can find additional details in the Instructions for the Submission of Textbook Loan Requests. ***Please note that some schools will be receiving separate email notification from our site monitor to schedule a textbook on-site audit. Please watch out for this separate email notice.***

Schools that meet our requirements for direct delivery of textbooks/workbooks can continue to have their books drop shipped to the school. If followed precisely, these procedures would result in most or all of your books arriving before the first day of school. The steps you need to follow are listed in the attached pages ***“Instructions for Direct Delivery of Textbooks.”***

The textbook ordering platform is the same as last year. This platform can be found on our Textbooks webpage or via this link: [Textbook Order Form](#). The platform includes features such as an emailed

confirmation to you of your detailed textbook request, an electronic signature feature that precludes the need to print out the order form and sign by hand, a provision for uploading vendor quotes as backup for your textbook request and contact information to ensure successful drop shipping of your textbooks during summer. As always, *please remember that the Book Depository cannot issue purchase orders before July 1, the first date of the New York State fiscal year*. Book orders that are received by June 30 will be processed first in the order in which they are received.

The school district thanks you for your continued cooperation. We look forward to partnering with you as we strive to provide the best learning experiences for all students. If you have questions, please call the Office of Funded Programs at 845-577-6032.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Shanahan', written in a cursive style.

Dr. Daniel H. Shanahan
Assistant Superintendent of Funded Programs

Attachments:

1. Instructions for the Submission of Textbook Loan Requests
2. Instructions for Direct Delivery of Textbooks
3. Textbook Loan Program Policy, Guidelines, and Regulations
4. New York State Education Department Definition of “Textbook”
5. Book Return Instructions

Instructions for the Submission of Textbook Loan Requests

ERCSD-Resident Student Counts - Nonpublic Schools

The Office of Funded Programs will count only ERCSD-resident students who have an ERCSD-issued ID number for your school's textbook fund allocation. The ID number must appear on the Student Demographic spreadsheets. If you have any issues or questions regarding this requirement, please call the Transportation Department (845-577-6490) or Ms. Phyllis Tucker at the Office of Funded Programs (845-577-6032).

Textbook Lists from the Previous Five Years (Inventory Lists)

The Office of Funded Programs will provide each nonpublic school with a list of the textbooks loaned to that school during the previous five years. The school must check the list and make sure that it does not request textbooks for content areas for which textbooks have been purchased within the last 5 years. For example, if your school has received 25 fifth-grade math textbooks within the past five years, and you have 28 ERCSD resident fifth-grade students currently, you may request only three additional fifth-grade math textbooks.

IMPORTANT NOTES:

- The cutoff date for placing Textbook and Library Book Orders, including orders with Transfer funds, is **2/26/2027**.
- For East Ramapo Central School District students with ID #'s the **Textbook Orders** amount per student is **\$58.25**; **Library Book Orders** is **\$6.25** per student
- See the [Deadline](#) webpage for all the deadlines (to be updated starting September 1, 2026.)

Textbook Request Form

All textbook requests must be submitted via the online ordering platform [Textbook Order Form](#). Submit the completed form(s) for each vendor. Each order form can hold up to 10 book titles. You can use more than one order form per vendor if necessary but do not co-mingle vendors.

The system provides you with immediate feedback when a field is left blank, which will help ensure that your form is complete when you submit it. It is your responsibility to ensure the information is accurate. When completing the form you must include the vendor information, title of the book, the 13-digit ISBN #, the book type, grade level, subject, quantity, and the correct unit price as it appears on the quote.

It is required that each textbook request be accompanied by a quote from the vendor. We will not process any order that does not have a quote. On our Textbook Order Form, you will see a field in which you can upload the vendor's quote. Note: only the books you order that are listed on the quote will be processed. If a book is not listed on the quote, the district will reject the request.

Criterion for allowable book orders: In order to help ensure that your book request is processed as expeditiously as possible, you must order books that are either currently in print or that are in stock. We will not process orders for books that were last published more than 12 years ago.

Instructions for Direct Delivery of Textbooks

We continue the service of shipping textbooks directly to schools. We encourage you to take advantage of this service, as it will help ensure that your students have the new books they need by the first day of school in September.

As a reminder, there are additional steps that schools must follow to make sure the process is successful. These steps will allow the Book Depository to keep track of all aspects of the textbook process (e.g., filled orders, amount of funding, delivery details, inventories, billing, changes to orders, location of books, and missing paperwork).

We recommend you take advantage of the direct shipping of textbooks to your school **ONLY** if you meet the following **conditions for drop-shipping:**

1. Your school must be open during regular business hours during the summer to receive the books from the delivery trucks.
2. A staff member must be present at the delivery time to receive the books.
3. The staff person must have a copy of the Purchase Order to document that the delivery matches the submitted order.
4. The staff person must have the authorization to sign for the books.
5. The school must have a secure place to store the books before students arrive back in September.

If you cannot provide the district with the above assurances, you must have your textbooks delivered to the Book Depository for processing.

Steps to follow for Direct Delivery (drop shipping) of textbooks

Once the books are delivered, the school must follow these steps to ensure the Book Depository has the information it needs to confirm receipt of the books, add the books to your inventory, and pay the invoice.

1. Sign the delivery forms upon receipt of the books.
2. Count the books immediately and ensure that the quantity of books delivered matches the quantity of books ordered, as reflected in the Purchase Order that was emailed to your school. Any discrepancies must be reported immediately to the Book Depository. (In some cases, a vendor may ship only some books at a time. In these cases, you should follow the guidance of the Book Depository.)
3. **We require schools to send back the Purchase Order once books have arrived.**
 - a. Please identify on the **Purchase Order** which books have been received. Indicate receipt of individual titles and quantities by writing a check mark next to the book title and quantity (✓). This check mark tells us that the books have been received. For books that have not yet been received in whole or in part, write “not received” next to the title and quantity. Scan the completed Purchase Order and Packing Slip to the Book Depository (mepstein@ercsd.org).
4. Print out the [ERCSD Textbook Stamps](#) on adhesive labels and affix a stamp to the inside cover of each hardcover textbook. This step must be followed to distinguish the ERCSD textbooks from textbooks funded by other school districts. Our Compliance Coordinator will closely monitor this step when she visits your school.
5. Securely store the textbooks at the school. Remember, the textbooks are ON LOAN to your school; the district is allowing you to store these books on location to facilitate your school’s startup in September.

**East Ramapo Central School District
Office of Funded Programs
Textbook Loan Program Policy, Guidelines, and Regulations**

1. Textbooks should be carefully researched and should meet state regulations. Refer to the list of disapproved books at the Office of Funded Program's website [Textbook Loan Program](#).
2. Schools cannot return textbooks to the publisher. Contact the Book Depository with any questions regarding returning textbooks.
3. Include an unexpired quote with each textbook loan request.
4. Loaned textbooks are the sole property of East Ramapo Central School District. Proper care of loaned materials is expected. The district will loan textbooks on an equitable basis to all Kindergarten to Grade 12 nonpublic students who reside within the East Ramapo Central School District.
5. Textbooks purchased by ERCSD may not be religious, denominational or sectarian. (See definition and examples.)
6. Schools may not purchase, exchange, or return books directly to vendors. All purchases must proceed through the ERCSD Book Depository. ERCSD will not reimburse schools that make direct purchases, except where authorized.
7. Textbooks mistakenly delivered directly to nonpublic schools must be immediately sent to the Book Depository for processing. Schools will be responsible for any payment due to a vendor if the Book Depository did not process the textbooks, unless otherwise authorized.
8. New editions of textbooks for a subject area may be ordered only once every five years. An exception for the purchase of new editions prior to the textbook's five-year life cycle will be based on whether the older edition has now been discontinued and is no longer available.
9. The Book Depository will not place an order for a textbook that is out of stock or that was published more than 12 years ago.
10. It is permissible to request and loan eBooks (electronic books) as a textbook alternative. The eBook must meet all the requirements and definition of a standard printed textbook and must be returnable to the district once no longer needed.
11. **Assigning Specific Textbooks to ERCSD Resident Student:** School staff must write a number in each textbook and assign a specific textbook to each ERCSD resident student. The student is to print his/her name on the inside front cover of the textbook. The school is to document which textbook, by title and number, has been assigned to each student. The school is to make certain to collect that specific textbook from that student at the end of the school year or at the end of the period of use.
12. **Annual Inventory:** Each school must maintain its own inventory list of all books on loan from the East Ramapo Central School District. The district will provide each school with a list of books loaned to the school over the previous 5-year period. This list will include Title, ISBN, Subject, Grade, and Quantity of books loaned. The school must reconcile its physical inventory – the books that remain on loan to the school – with the list provided by the district.

- 13. Annual Inspection of Physical Inventory:** The district's Compliance Coordinator will annually conduct a monitoring visit to inspect the school's physical inventory at the school site. This inventory inspection will occur in the summer months and include non-consumable textbooks loaned over the past five years. The Office of Funded Programs will maintain a record of the date, location, and inventory that was inspected, as well as any action taken as a result of the inspection. The monitoring visit will also include an evaluation of the process the school follows for assigning books to students.
- 14. Return of Usable, Poor Condition, and/or Outdated/Obsolete Textbooks:** All textbooks on loan to schools through the New York State Textbook Loan program are the property of the East Ramapo Central School District. Nonpublic schools may not discard any textbooks, regardless of their condition. Used and unwanted textbooks **must be returned to the East Ramapo Central School District**. Nonpublic schools must complete the district's return forms, as applicable: "**Form U**" is for the return of books that are usable, books in good or very good condition. "**Form P**" is for the return of books in poor condition, including outdated and obsolete books. (See forms and procedures below).

The return forms indicate the Name of the School, Contact Information, Textbook Title, Publisher, Publication Date, ISBN, Condition of Book(s), and Quantity. The Book Depository will maintain used textbooks in inventory and offer these textbooks to schools as part of the Textbook Loan Program. The Clerk will adjust the schools' textbook inventory to reflect any changes. You must e-mail ptucker@ercsd.org (and copy mepstein@ercsd.org) to arrange a pick- up for the unused textbooks in usable condition, poor condition, and/or outdated/obsolete condition. These textbooks will be sent to the warehouse. Be sure to follow all the instructions. Only completed, properly submitted forms will be accepted.

- 15. Reporting of Lost or Stolen Textbooks:** Nonpublic schools must immediately inform the district in writing of lost or stolen textbooks. Nonpublic schools must reimburse the district for any such loss. The district is not responsible for replacing any lost or stolen textbooks without reimbursement.

New York State Education Department Definition of “Textbook”

Under the amended New York State Textbook Law, a “Textbook” is defined as any book, or book substitute, which a pupil is required to use as a text or a text substitute in a particular class or program as a primary source of study material **intended to implement a major part of a State or local school district curriculum**. Any such textbook which has been approved by any school board in New York State may be requested for loan.

Specific types of textbooks under this definition are: hard-covered books; paperback books; leveled reader sets or other materials that students use as part of core instruction; courseware or other content-based instructional materials in electronic format; workbooks designed to be written in and used up; manuals; newspapers or news magazines which have a general circulation, are printed and distributed at least biweekly, have a paid circulation within the school district, are entered with the U.S. Postal Service as second-class matter, are available to schools on the date of publication at a discount of not less than 33-1/3 percent from the regular price, and are accompanied by study guides on a regular basis from the publisher at no extra charge to the school district; reproductions of downloaded NYS Common Core ELA/Literacy and Mathematics Curriculum Modules, if used as textbooks.

Specifically excluded from purchase are reference materials such as encyclopedias, almanacs, atlases and general and special dictionaries, except that dictionaries individually assigned to all pupils in a particular class or program as a textbook substitute are considered as textbooks; supplementary textbooks, novels, fiction, magazines, newspapers, except as provided above, and audiovisual materials normally housed in the school library or instructional materials for short-term use by pupils; tests and testing materials; teachers’ editions of textbooks; review books; materials in kit form; internet on-line services; and books or materials advocating or supporting a religious belief.

Definition and examples of “Religious, Denominational and Sectarian” Textbooks and Materials

- Materials whose primary purpose is to teach or reinforce a particular religious dogma (i.e., Bible (Old Testament, New Testament), Navi, Kesuvim, prayers, blessings, religious laws, religious holidays, stories that pertain to the above, etc.).
- Materials with displayed religious symbols (Torah, Cross, etc.) whose content is culturally exclusive and therefore defines it as denominational, despite a secular tone.
- Authoritative or official approval by a religious figure endorsing a book as a good religious book to read.
- Materials used as part of religious studies program vs. secular studies program. Teachings of religious leaders (e.g., Rashi, Rambam) in relation to the interpretation of above are prohibited materials. Biographies of religious leaders are permissible. These biographies, however, must pertain to the individual’s life, not explain their religious teachings.



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Book Return Instructions

Nonpublic schools that wish to return unneeded books that are on loan to them through the East Ramapo Central School District must complete the appropriate forms (see attached) and box the books as follows:

- Books of the same title and ISBN that are in excellent, good, and/or fair condition are to be boxed together and labeled with the appropriate form. Please keep books of the same title grouped together.
- Books of the same title and ISBN that are in poor condition, outdated or obsolete are to be boxed together and labeled with the appropriate form. Please keep books of the same title grouped together.

DO NOT DISPOSE OF or TRANSFER ANY BOOKS UNLESS YOU RECEIVE WRITTEN AUTHORIZATION FROM THE SCHOOL DISTRICT.

The Office of Funded Programs will contact the school to schedule a pick-up of these unneeded books. When the books have been boxed and the boxes are labeled appropriately, please send this completed form with your contact information and the number of boxes of books to dbrennan@ercsd.org and mepstein@ercsd.org. The Office of Funded Programs will notify you regarding the date and time of pick-up. Please follow the procedures on the attached document “Procedures for Returning Loaned Books to the District” to ensure that all books are accounted for in your inventory.

School contact person’s e-mail: _____

Name of school: _____

School administrator (please print): _____

Phone Number(s): _____

Number of labeled boxes to be returned: _____

East Ramapo Central School District

Procedures for Returning Unwanted Books to the District

Identify the books you want to permanently return and determine each book's condition:

<u>Usable Books</u> • Excellent: Like-new condition • Good: (minimal evidence that the book has been used by students two or three times) • Fair: (useable, some evidence of student use over a number of years)	Books in <u>Poor/Outdated</u> Condition • Poor: virtually unusable, evidence of wear and tear and extensive student use over the years. • Outdated/Obsolete: books at least 10 years old and do not align to your school's curriculum. (Few schools would likely be interested in these books.)
1) Complete Form U: Usable Books Only and make a photocopy — you will need the copy later in these procedures Complete the top portion of the form with the following information: - Full Name of School - Contact Person's Name and Title - Contact Person's Telephone Number(s) - Contact Person's E-mail Address	1) Complete Form P: Poor Condition/Outdated Books Only and make a photocopy — you will need the copy later in these procedures Complete the top portion of the form with the following information: - Full Name of School - Contact Person's Name and Title - Contact Person's Telephone Number(s) - Contact Person's E-mail Address
2) Put usable books of the same title together in one box; pack books into “bankers boxes” (15”x 12”x10” - standard sized boxes with removable lids) or boxes that are not much larger than bankers boxes, with removable lids. Continuing on Form U: Usable Books Only, for each title, type the following information in list form: - Title of the book - Publisher's name - Publication year - ISBN - Enter the quantity of books of that title contained in the box that are in Excellent, Good, or Fair condition (do not mix in poor condition or outdated/obsolete books).	2) Put poor condition/outdated books of the same title together in one box; pack books into “bankers boxes” (15”x 12”x10” - standard sized boxes with removable lids) or boxes that are not much larger than bankers boxes, with removable lids. Continuing on Form P: Poor Condition/Outdated Books Only, for each title, type the following information in list form: - Title of the book - Publisher's name - Publication year - ISBN - Enter the quantity of poor condition/outdated books of that title contained in the box.
3) If space allows, boxes may contain multiple titles of usable books; please keep books of the same title in usable condition grouped together before continuing with the next title in the same box.	3) If space allows, boxes may contain multiple titles of poor condition or outdated books.
4) Adhere the completed Form U: Usable Books Only onto the front side of the box.	4) Adhere the completed Form P: Poor Condition/ Outdated Books Only onto the front side of the box.

For all books being returned, continue here:

5) Scan the photocopy of each completed form and send all completed scanned forms via e-mail to bookorders@ercsd.org and dbrennan@ercsd.org.

6) In that e-mail, include the total quantity of boxes that are to be picked up and delivered to the Warehouse.

7) Diane Brennan of the Office of Funded Programs will schedule a pick-up for the return of these books and will contact your school with the date and time period for that pick-up.

